



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
FAMILY INVESTMENT SUPERVISORS AND CASE MANAGERS**

FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR

**RE: NEW DHR/FIA CARES 9701 APPLICATION PACKAGE (3/02),
DHR/FIA CARES 9701A FACTS SHEET (3/02) AND
DHR/FIA CARES 9707 RIGHTS & RESPONSIBILITIES (REVISED 3/02)**

PROGRAM AFFECTED: ALL PROGRAMS

ORIGINATING OFFICE: POLICY RESEARCH AND SYSTEMS

The Family Investment Administration (FIA) has developed a new DHR/FIA CARES 9701 Application Package, DHR/FIA CARES 9701A Facts Sheet and revised the DHR/FIA 9707 Rights and Responsibility Form. FIA created and revised the new forms to simplify and improve the application process. The DHR Warehouse has begun distributing these forms to local offices. You may use the new and revised forms after the revised CARES EDD is migrated on October 1, 2002. Please follow the user instructions listed below.

CARES APPLICATION PROCESS

DHR/FIA CARES 9707 Your Rights and Responsibilities Form (Revised 03/02)

Use this form as part of the CARES application process and in conjunction with the CARES EDD. FIA updated the Rights and Responsibility form and removed some questions that are being migrated to the revised CARES EDD. Begin using the 9707 (revised 3/02) on October 1. Give pages 1 and 2 to the customer. Keep the signed pages 3 and 4 in the case record.

DHR/FIA CARES 9701A Facts Sheet (3/02)

FIA created this form for use as a flyer that gives customers basic information about applying for programs. Please make sure that each customer who files an application through the CARES interview process receives a 9701A Facts Sheet.

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DHR/FIA CARES 9701 Application Package

DHR/FIA CARES 9701A Facts Sheet

DHR/FIA CARES 9707 Rights and Responsibilities Form

PAPER APPLICATION PROCESS

DHR/FIA CARES 9701 Application Packet (3/02)

Use this 9701 package for mail-in applications, times when CARES is unavailable and other situations that require a paper application. This three-part package includes Fact Sheet, revised Application and Rights and Responsibilities sections. The first page of the DHR/FIA 9701 is a Fact Sheet. It contains the same information as the 9701A Facts Sheet that customers receive when they file applications through the revised CARES EDD interview process. Give the customer the Facts Sheet for their records. FIA redesigned the application section to condense and improve the process. Also, please make sure the customer signs the Rights and Responsibility pages 9 and 10. Keep the signature pages for the case record and give pages 7 and 8 to the customer.

For your convenience, we have attached a copy of the new application packet DHR/FIA CARES 9701, DHR/FIA CARES 9701A Facts Sheet and DHR/FIA CARES 9707 Rights and Responsibility. Although the DHR Warehouse has begun to distribute the forms, please do not use the use the new and revised forms listed above until the revised EDD is migrated to CARES on October 1, 2002.

INQUIRIES

Please direct questions to Jo-Ann Showalter, Office of Policy, Research and Systems at 410-767-7956.

cc: FIA Management Staff
Constituent Services

Help Desk
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